



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 5300.1

N1

21 May 2009

COMNAVCRUITCOM INSTRUCTION 5300.1

From: Commander, Navy Recruiting Command

Subj: NAVY RECRUITING COMMAND TELEWORK PROGRAM

Ref: (a) Section 359 of Public Law No. 106-346 (Appendix 1)
(b) Deputy Secretary of Defense Memorandum dated 3 Mar 1995, "Expanding Flexible Work Arrangements in the Department of Defense" (Appendix 2)
(c) Under Secretary of Defense (Personnel and Readiness) Memorandum dated 26 Feb 1999, "Special Work Arrangements as Accommodations for Individuals with Disabilities" (Appendix 3)
(d) Presidential Executive Memorandum dated 26 July 2000, "Employing People with Significant Disabilities to Fill Federal Agency Jobs that can be Performed at Alternative Work Sites, Including the Home" (Appendix 4)
(e) Department of Defense Telework Instruction 1035.01 3 April 2007 (Appendix 5)
(f) Department of Defense Telework Guide (Appendix 6)
(g) CHNAVPERSNOTE 5300 dated 23 Oct 2008, MANPOWER, PERSONNEL, TRAINING AND EDUCATION TELECOMMUTING (TELEWORK) PROGRAM
(h) BUPERSINST 12300.2, TELECOMMUTING (TELEWORK) PROGRAM

Encl: (1) Navy Recruiting Command Telework Eligibility Checklist
(2) Navy Recruiting Command Telework Agreement

1. Purpose. To provide guidance to implement the Navy Recruiting Command (NAVCRUITCOM) Telework Program based on the guidelines provided in references (a) through (h). This instruction applies to both military members and Federal civilian employees (hereafter referred to as employees) attached to all NAVCRUITCOM UICs designated as either supervisory or non-supervisory personnel.

2. Background. Telework (also known as flexiplace, telecommuting, work-at-home) has emerged over the last decade in Federal Government employment both on an informal basis and

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pursuant to specific agency policies and regulations. The interest in alternative or flexible workplace arrangements has increased as a result of a greater demand by employees for a better balance of their work and family/personal lives, increased stress associated with long commutes, increased air pollution, rising costs of office space, and advances in computer and telecommunications capabilities. This instruction allows management the opportunity to improve workforce efficiency through technological capabilities which are available while also promoting workforce quality of life.

3. Discussion. NAVCRUITCOM's Telework Program is designed to allow a military member or a Federal civilian employee, hereafter referred to as an "employee", to perform officially assigned duties at an alternate worksite. Enclosures (1) and (2) provide the documents which are required to be completed by both the employee requesting to participate in the Telework Program and the employee's supervisor.

4. Responsibilities

a. Commander, Navy Recruiting Command shall:

(1) Administer the NAVCRUITCOM Telework Program per public law, Department of Defense (DoD) Telework Policy, and any relevant DoD and Department of the Navy (DoN) regulations,

(2) Support the NAVCRUITCOM Telework Program by encouraging participation by employees within all NAVCRUITCOM UICs within fiscal constraints.

b. Director, Human Resources Department, (N1), shall:

(1) Designate a NAVCRUITCOM Telework Program Coordinator to administer and oversee implementation of the telework program throughout NAVCRUITCOM;

(2) Oversee the development of any NAVCRUITCOM specific guidelines on telework necessary to implement this instruction; and

(3) Ensure an annual evaluation of the NAVCRUITCOM Telework Program is conducted to determine overall effectiveness, determine need for program revisions, and determine viability for program continuation.

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c. Director, Civilian Human Resources and Liaison Division, (N12), shall:

- (1) Serve as NAVCRUITCOM Telework Program Coordinator;
- (2) Maintain appropriate records regarding employee participation in the NAVCRUITCOM Telework Program;
- (3) Review NAVCRUITCOM Telework Program instruction annually and make revisions as necessary; and
- (4) Provide information/statistics regarding NAVCRUITCOM Telework Program participation as requested.

/s/

J. F. KILKENNY

Distribution:

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<http://www.cnrc.navy.mil/Publications/directives.htm>

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Navy Recruiting Command Telework Eligibility Checklist

(To be completed by supervisor and submitted with Telework Agreement)

<u>UIC/Org</u> <u>Code</u>	<u>Employee</u> <u>Name</u>	<u>Position</u> <u>Title</u>	<u>Pay</u> <u>Schedule</u>	<u>Series</u>	<u>Pay</u> <u>Band</u>

Tasks Suitable for Telework: Thinking and writing, policy development, research, analysis, report writing, telephone-intensive tasks, computer-oriented tasks (data entry, word processing), data processing.

Position Eligibility (check all that apply):

- ☐ Position mission/task/function does not require a full time on-site presence
- ☐ Position does not require daily face-to-face contact
- ☐ Position tasks do not require full time supervisory oversight/observation
- ☐ Position does not require daily access to secure/classified information
- ☐ Position does not require daily access to systems/websites not accessible via remote software
- ☐ Position is not part of a trainee/intern/entry-level/probationary status position
- ☐ Position has clear, measurable, SMART standards established
- ☐ Allows better quality of life for employees (i.e. reduced commute time, gasoline conservation, etc.)

Employee Suitability (check all that apply):

- ☐ Works well independently
- ☐ Has demonstrated dependability and the ability to handle work assignments responsibly
- ☐ Has a proven record of high personal motivation
- ☐ Has the ability to prioritize work effectively and utilize good time management skills
- ☐ Has a minimum performance rating of "Valued Performer" or better for Civilian employees
- ☐ Has a minimum performance rating of 4.0 or better for Military employees
- ☐ Employee has no documented poor conduct/performance
- ☐ Individual is not a Probationer (serving in a probationary status)

Please Circle:

Position Meets Eligibility	YES	NO
Employee Meets Suitability	YES	NO

Recommended Type of Telework (If "YES" for both above, please check):

- ☐ Regular and Recurring: Regular telework is when an eligible employee works at least one day in a two week period with an approved work schedule and work location.
- ☐ Ad Hoc: Ad Hoc telework is when an eligible employee is approved to telework on an occasional, one-time, or regular basis.

Supervisor/Manager Signature Date

Department Director/Special
Assistant Signature Date

Comments/Concerns/Considerations:

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NAVY RECRUITING COMMAND**TELEWORK AGREEMENT**

The following constitutes the terms and conditions of the telework agreement between:

Employee:

Last Name

First Name

Middle Initial

Title

Pay Plan/Rank

Career Group &
Series/Rating

Pay Band

UIC, Activity & Org Code:
(e.g., 66715, NRC, N12)

Not all positions/individuals are eligible for telework. If the position/individual is not eligible for telework based on OPM's criteria (position requires access and/or handling of secure information, onsite staff, or the individual has a record of poor conduct and/or performance), the supervisor should deny the telework request by completing the block below. If the position/individual is eligible for telework, please proceed to the "Types of Telework" portion of this Agreement. Telework is NOT an entitlement.

INELIGIBLE POSITION- TELEWORK DENIED

The individual requesting telework is ineligible for telework because the position requires access and/or handling of secure information, onsite staff, or the individual has a record of poor conduct and/or performance, therefore the telework request is DENIED (state reason for denial).

Supervisor's Printed Name & Signature

Denial Reason

Date

TYPES OF TELEWORK**Regular and Recurring**☐ yes☐ no

Regular telework- an eligible employee works at least one day in a two week period with an approved work schedule and work location. If yes, please complete the work schedule below.

Ad Hoc☐ yes☐ no

Ad Hoc telework is when an eligible employee is approved to telework on an occasional, one-time, or regular basis. If yes, **DO NOT** complete the work schedule below, but maintain documentation of days and hours.

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+WORK SCHEDULE

The employee is approved to work at the alternative worksite below in accordance with the following schedule:

Please check the appropriate work schedule that the employee works (fixed or alternate).☐ Fixed☐ Alternate Work Schedule (AWS)/Compressed Work Schedule (CWS)**Days in Biweekly Pay Period Employee is Authorized to Telework
(To be completed by Military Members and Civilian Employees)**

Put a checkmark next to the day/days per week or day/days per every other week you will be teleworking.

DAY	PER WEEK	EVERY OTHER WEEK	DUTY HOURS <i>(specify hours of work that include lunch break, e.g., 0730-1600)</i>
MON	<input type="checkbox"/>	<input type="checkbox"/>	
TUES	<input type="checkbox"/>	<input type="checkbox"/>	
WED	<input type="checkbox"/>	<input type="checkbox"/>	
THURS	<input type="checkbox"/>	<input type="checkbox"/>	
FRI	<input type="checkbox"/>	<input type="checkbox"/>	

How many hours per pay period will you telework?

Alternative Worksite

The employee's alternative worksite is (please mark the appropriate check box and fill in the information):☐ Home office or work area**Address** _____

Street **City** **State** **Zip**
Location of home office or work area (e.g., basement, upstairs room, etc.):
(update as necessary)

Phone	Fax	Official DoD Email Address
<input type="checkbox"/> GSA Telecenter		
<div style="display: flex; justify-content: space-between;"> <div style="width: 25%;"> Address </div> <div style="width: 75%; border-bottom: 1px solid black; position: relative;"> <div style="position: absolute; left: 0; top: -15px; width: 100%; text-align: center;"> <div style="display: flex; justify-content: space-between; font-weight: bold; font-size: 0.8em;"> Street City State Zip </div> </div> </div> </div>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 33%;">Phone</div> <div style="width: 33%;">Fax</div> <div style="width: 34%;">Official DoD Email Address</div> </div>		
<input type="checkbox"/> Other approved alternative worksite:		
<div style="display: flex; justify-content: space-between;"> <div style="width: 25%;"> Address </div> <div style="width: 75%; border-bottom: 1px solid black; position: relative;"> <div style="position: absolute; left: 0; top: -15px; width: 100%; text-align: center;"> <div style="display: flex; justify-content: space-between; font-weight: bold; font-size: 0.8em;"> Street City State Zip </div> </div> </div> </div>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 33%;">Phone</div> <div style="width: 33%;">Fax</div> <div style="width: 34%;">Official DoD Email Address</div> </div>		

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Changes to Telework Arrangement

Employees who telework must be available to work at the traditional worksite on telework days on an occasional basis if necessitated by work requirements. Requests by the employee to change his or her scheduled telework day(s) in a particular week or biweekly pay period should be accommodated by the supervisor wherever practicable, consistent with mission requirements. A permanent change in the telework arrangement must be reflected in a new telework agreement.

Work-at-Home Telework

It is the responsibility of the employee to ensure that a proper work environment is maintained while teleworking.

Work-at-home teleworkers must complete and sign a safety and security checklist that proclaims the home safe for an official home worksite, to ensure that all the requirements to do official work are met in an environment that allows the tasks to be performed safely. The employee agrees to permit access to the home worksite by agency representatives as required, during normal working hours, to repair or maintain Government-furnished equipment, and to ensure compliance with the terms of this telework agreement.

For work at home arrangements, the employee is required to designate one area in the home as the official work or office area that is suitable for the performance of official Government business. The Government's potential exposure to liability is restricted to this official work or office area for the purposes of telework.

The employee acknowledges that telework is not a substitute for dependent care.

The Government is not responsible for any operating costs that are associated with the employee using his or her personal residence as an alternative worksite, including home maintenance, insurance, utilities, or Internet/phone/long distance charges.

Official Duty Station

The official duty station for an employee covered by a telework agreement is the location of the regular worksite for the employee's position (i.e., the place where the employee would normally work absent a telework agreement), as long as the employee is scheduled to report physically at least once a week on a regular and recurring basis to that regular worksite.

The official duty station for an employee covered by a telework agreement who is not scheduled to report at least once a week on a regular and recurring basis to the regular worksite is the location of the telework site (i.e., home, telework center, or other alternative worksite), except in certain temporary situations. A change to the employee's official duty station may affect the employee's special salary rates and locality pay adjustments (market supplements). Review the following references prior to teleworking if a change of duty station relates to your telework situation:

Office of Personnel Management's Guide to Processing Personnel Actions - Chapter 23

Locality-based comparability payments - 5 CFR part 531, subpart F

Special rate schedules - 5 CFR part 530, subpart C

Cost-of-living allowances and post differentials, nonforeign areas - 5 CFR part 591, subpart B

Pay and Hours of Work OPM Fact Sheets

Note: If the employee's official duty station changes as a result of teleworking the employee and supervisor must sign the signature blocks on page 9 of the Agreement.

Time and Attendance, Work Performance and Overtime

Time spent in a teleworking status must be accounted for and reported in the same manner as if the employee reported for duty at the traditional worksite. There are no "carry over" of missed telework days. Annual and sick leave should be used for any personal needs. Telework is not to be used to conduct personal business.

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The employee will share phone and email contact information with their office and be accessible to home office staff during their scheduled work hours. The employee should check in at the beginning and end of the day and understand that they may be required to come to the office for face to face meetings during telework days.

The employee is required to satisfactorily complete all assigned work, consistent with the approach adopted for all other employees in the work group, and according to standards and guidelines in the employee's performance plan.

The employee agrees to work overtime only when ordered and approved by the supervisor in advance. Employees who work overtime without such prior approval may be subject to administrative or disciplinary action.

The employee agrees that he or she may be required to work at the alternative worksite on telework during emergency situations that may arise when the official duty station site is closed.

All employees that are identified as Continuity of Operations (COOP) essential onsite staff are required to have a Telework Agreement.

When in a telework status, a civilian employee's time will be recorded in SLDCADA using the following codes:

TW (telework regular)

TS (telework situational/ad hoc)

TM (telework medical)

Security and Equipment

No classified documents (hard copy or electronic) may be taken to an employee's alternative worksite. For regular and recurring telework, sensitive unclassified material, including Privacy Act and For Official Use Only data, may only be used by teleworkers provided with Government-furnished equipment. The employee is responsible for the security of all official data, protection of any Government-furnished equipment and property, and carrying out the mission of DOD at the alternative worksite. Government-furnished equipment must only be used for official duties (family members and friends of teleworkers are not authorized users).

Where the employee has been approved by the Component Designated Approving Authority (DAA) to use their personal computers and equipment for telework on non-sensitive unclassified data, the employee is responsible for the installation, repair and maintenance of all personal equipment. Employees must also obtain, at their expense, reliable and optimum connectivity to the Internet, phone, and either voicemail or an answering machine.

The employee agrees to adhere to NMCI Information Assurance policies and guidelines as well as all DON CIO and OPNAV policy, procedures and directives to protect all information with a specific emphasis on preventing the presence of privacy act (PA) and Personally Identifiable Information (PII) in the telework environment. Should PA or PII data be lost or compromised, the employee must report the incident immediately to their supervisor and to the Information Assurance Manager, following procedures in reference (e).

The Component is responsible for the maintenance of all Government-furnished equipment. The employee may be required to bring such equipment into the office for maintenance and should any of this equipment be lost, stolen or damaged, whether accidental or not, the employee must report the incident immediately to their supervisor and to the appropriate security officers. The NMCI Help Desk will provide support for hardware (CAC or laptop) and software (installation package). The employee must return all Government-furnished equipment and materials to the agency at the conclusion of teleworking arrangements or at the Component's request.

Liability and Injury Compensation

The Government is not liable for damages to the employee's personal or real property while the employee is working at the approved alternative worksite, except to the extent the Government is held liable by the Federal Tort Claims Act or the Military and Civilian Employees Claims Act.

The employee will not be financially reimbursed for routine business expenses pursuant to this Telework

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Agreement.

The employee is covered by the Federal Employees Compensation Act (FECA) when injured or suffering from work-related illnesses while conducting official Government business. The employee agrees to notify the supervisor immediately of any accident or injury that occurs at the alternative worksite while performing official duties and to complete any required forms.

Standards of Conduct

The employee acknowledges that he/she continues to be bound by the Department of Defense Joint Ethics Regulations, DOD 5500.7-R while working at the alternative worksite and using Government-furnished equipment.

Mileage Savings

The employee estimates that the telework arrangement will result in a reduction of approximately _____ miles traveled in commuting per week. (Do not complete this section if this Telework Agreement will result in a change to your official duty station.)

Termination of the Telework Agreement

Either the employee or the supervisor can terminate this Telework Agreement by giving advance written notice. Management shall terminate the Telework Agreement should the employee's performance not meet the prescribed standard, or the teleworking arrangement fails to meet organizational needs. Notice must be issued/received prior to the beginning of a pay period.

Telework Agreements must be reviewed and revised annually following the federal fiscal year October 1-September 30th.

Outside of the Continental United States

If teleworking outside of the continental United States, include cost estimates for overseas entitlements and the appropriate information security forms (i.e., signed User Awareness Agreement).

Pandemic Health Crisis

During a declared pandemic flu crisis, employees that are able to work may be directed to evacuate the work place and perform their work from an alternative work site or their homes (see 5 CFR 550.409).

Remote Access

Employees must apply for NMCI remote access by submitting a HITTS ticket and following the application criteria determined by the IT office and NAVY Telework Coordinator.

Telework Training

Telework training is required for both employees and supervisors. On-line training is available at www.telework.gov, and other telework information is available on the Work/Life pages at <https://www.Navyhr.navy.mil>

Other

Nothing in this agreement precludes the employee's management from taking any appropriate disciplinary or adverse action against an employee who fails to comply with the provisions of this Agreement.

Date of Commencement

The telework arrangement covered by this Agreement will commence on the following date:

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(Telework shall not start until this Agreement is appropriately filled out, approved, and signed by the requesting employee and supervisor, and submitted to the NRC Telework Coordinator. Copies of the agreement should be kept by each.)

Employee Signature

By my signature, I certify that the information contained above is true and correct, and that I will abide by the terms and conditions of this Telework Agreement. Further, I certify that this Telework Agreement is in compliance with the most updated Telework Instruction, DoDINST1035.01 (April 3, 2007), and understand that this agreement shall be reviewed and updated as required. I understand that any modification to this information must be approved by my supervisor and submitted to the NRC Telework Coordinator. I certify that classified documents will not be taken to my alternative work site. I understand my supervisor will request an annual review and update in August or September with me to determine continuation of the agreement.

Employee Signature/Date

Supervisor Signature

I certify that the employee is eligible for telework according to the OPM criteria and will meet the requirements of his or her Position Description even though the employee will be working at an alternative worksite. Further, I certify that this Telework Agreement is in compliance with the most updated Telework Instruction, DoD INST 1035.01 (April 3, 2007), and understand that this Agreement shall be reviewed and updated on a yearly basis.

Supervisor Printed Name

Supervisor Signature & Date

Supervisor Phone (Commercial/DSN)

Supervisor Official E-mail Address

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THE FOLLOWING CERTIFICATION IS REQUIRED FOR TELEWORK IN WHICH THE EMPLOYEE'S OFFICIAL DUTY STATION WILL CHANGE:

I fully understand that any change to my Official Duty Station as a result of this Telework Agreement is for my sole convenience and benefit. Should my Official Duty Station change to an Alternative Worksite as a result of my request to Telework, I understand that I am not entitled to Permanent Change-of-Station (PCS) benefits or expenses under the DoD Joint Travel Regulations (JTR). I also understand change may affect my special salary rates and locality pay adjustments (market supplements). I further understand should this Telework Agreement be terminated by management or me, I am not entitled to PCS benefits or expenses under the JTR as a result of a change of the Official Duty Station back to my Traditional Worksite.

Employee Signature/Date

Supervisor Signature

I certify that the employee is eligible for telework according to the OPM criteria and will meet the requirements of his or her Position Description even though the employee will be working at an alternative worksite. I have explained to the employee that the change to the employee's duty station may affect the employee's special salary rate and local market supplement rate. Further, I certify that this telework agreement is in compliance with the most updated Telework Instruction, DoD INST 1035.01 (April 3, 2007), and understand that this Agreement shall be reviewed and updated on a yearly basis.

Supervisor Printed Name/Signature/Phone/Official E-mail address/Date

PRIVACY ACT STATEMENT:

Authority: 5 U.S.C. § 301, Department Regulations; 10 U.S.C. § 5012, Secretary of the Navy, and P.L. 106-346 Section 359.

Purpose and Uses: To manage and administer the OPNAV Telework Program throughout the staff of Navy Recruiting Command Headquarters, NORU, Regions East and West Headquarters, and the Navy Recruiting Districts and to assist in the statistical reporting to the Department of Defense and Office of Personnel Management.

Effects of Nondisclosure: Personal information provided is given on a voluntary basis. Failure to provide the requested information may affect the processing of your request and may delay or prevent approval for teleworking under the DOD Telework Program.

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SAFETY CHECKLIST (circle appropriate answer)

1. Are temperatures, noise, ventilation, and lighting levels adequate for maintaining your normal level of job performance? YES NO
2. Is the electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires, or fixtures, exposed wiring on the ceiling or walls)? YES NO
3. Will the building's electrical system permit the grounding of electrical equipment (a three prong receptacle)? YES NO
4. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?
YES NO
5. Are file cabinets and storage closets arranged so drawers and doors do not enter into walkways? YES NO
6. Are phone lines, electrical cords, and surge protectors secured under a desk or alongside a baseboard? YES NO
7. Is there a functioning smoke detector in the home? YES NO
8. Are you aware of the importance of working in an ergonomically correct manner – using a chair with back support; and having the computer monitor at eye level; keeping forearms close to parallel with the floor and your wrist fairly straight when typing? YES NO

EMPLOYEE SIGNATURE**DATE****SECURITY CHECKLIST (circle appropriate answer)**

To assess the overall ability to protect Navy data and information processed, stored, transmitted, or received at the home work site.

1. Do all doors and windows have adequate locking devices? YES NO
2. Is there a lockable file cabinet or container available to store documents? YES NO
3. Is the computer hardware positioned so unauthorized persons cannot see the screen? YES NO
4. Does the computer have a keyboard or power supply locking device? YES NO
5. Are the computer and removable media adequately protected from unauthorized access? YES NO
6. When remotely accessing systems is your user password encrypted? YES NO
7. Have you received the annual Information Assurance training? YES NO
8. Do you possess an adequate working knowledge of how your computer transmits and receives data?
YES NO

9. Do you possess an adequate working knowledge of what data needs to be protected when you transmit or receive data? YES NO
10. Are you familiar with computer virus detection and eradication procedures? YES NO
11. Do you agree, to the best of your ability, to protect all government furnished equipment and software from possible theft and environmental damage? YES NO

EMPLOYEE SIGNATURE

DATE